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TECHNICAL NOTE

U.S. DEPARTMENT OF THE INTERIOR – BUREAU OF LAND MANAGEMENT

MAIL TRANS-SACS

by
Caren T. Conrad
Eugene District Office

A suggestion made by Caren Conrad of the Eugene District Office in Oregon to use mail Trans-Sacs was approved for optional use in Bureau mail operations.

Trans-Sacs are mail pouches used for sending mail between two or more offices. Each office obtains a minimum supply of pouches. When a pouch is received in an office, the address tag is removed from the insert, turned over, re-inserted and is ready for return use. See attached photo #2. Continuous exchange of pouches for delivery of mail between offices replenishes the supply.

Vivid colors and bold white letters catch postal employees attention. Pouches are sealed by a nylon zipper closure. A plastic tie is looped through a grommet to hold the reversible address tag and zipper in a closed position. See attached photos 4, 5 & 6.

Two pouch sizes are used in Oregon operations. See photo #1. An 11 x 14 inch pouch is used for day to day business and a large 14 x 18 inch pouch is used for sending case files and volume mail. Other sizes are available.

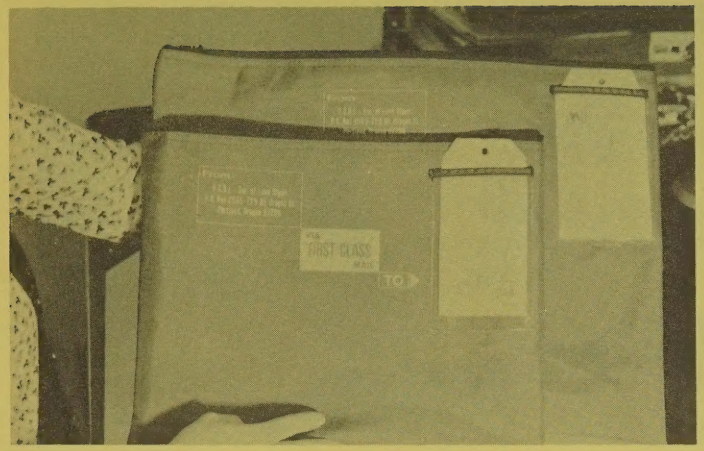
Trans-Sacs will eliminate use of about 5000 envelopes each year between the Oregon State Office and 11 District offices. Trans-Sacs for a State Office and five District Offices cost about $260.00. Pouches are often delivered through the mail a day or two earlier than first class mail. No appreciable wear occurred to pouches during the more than six months use. Mail arrives neat and uncrumpled. Envelope stock, addressing and handling are greatly reduced.

Pouches used for sending mail between the Oregon State Office and five Western Oregon District Offices for more than six months produced good results. Eastern Oregon District Managers insisted that they be used in their offices upon learning of better mail delivery in Western Oregon District Offices.

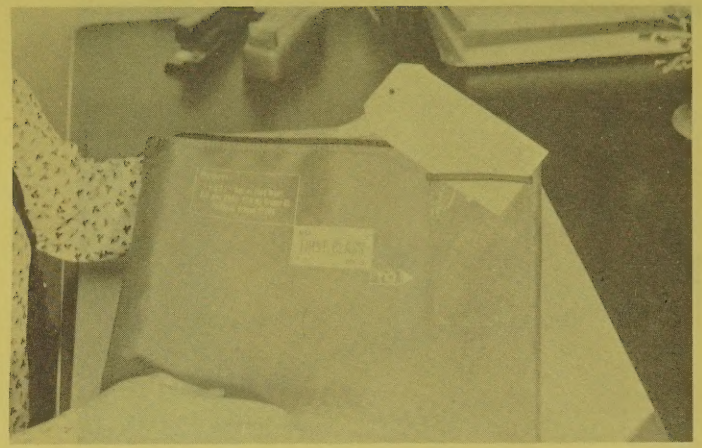
Material and an up-to-date price list can be ordered from:

A. Rifkin Company
1400 San Souci Parkway
P.O. Box 878
Wilkes-Barre, PA 18703

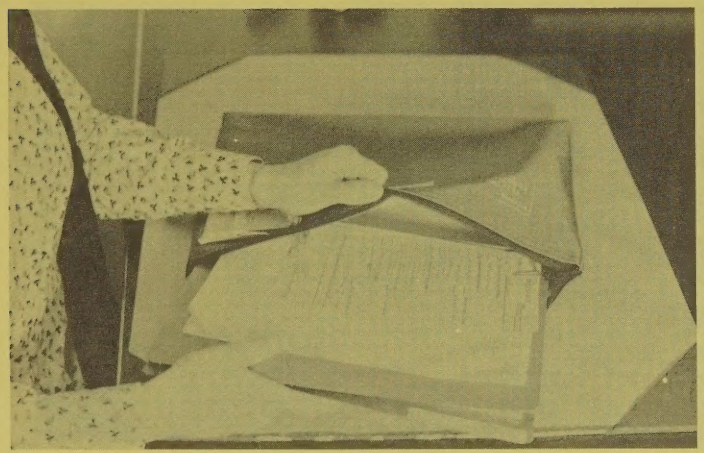
Additional copies of Technical Notes are available from DSC, Federal Center Building 50, Denver, Colo., 80225



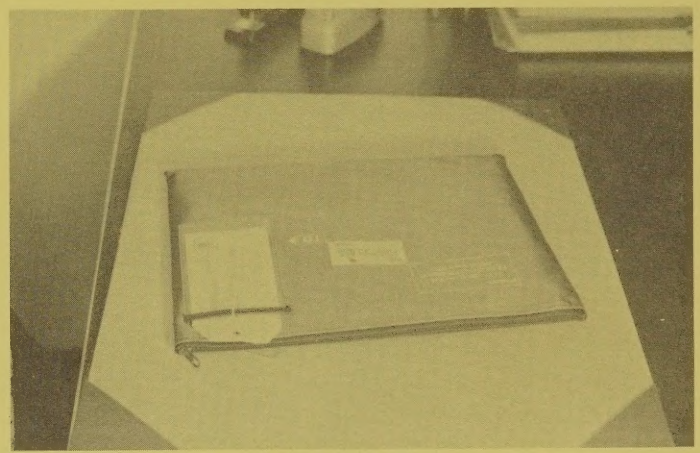
PICTURE #1—This shows the two sizes being used in Oregon. The smaller one is a dark green, the larger is turquoise.



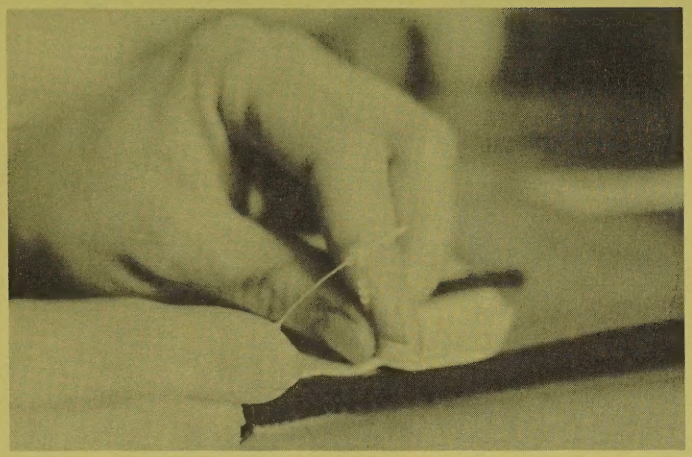
PICTURE #2—This is the address label which has a district address on one side and the State Office address on the other. When the bag is received by the district the label is turned over to the State Office address for return.



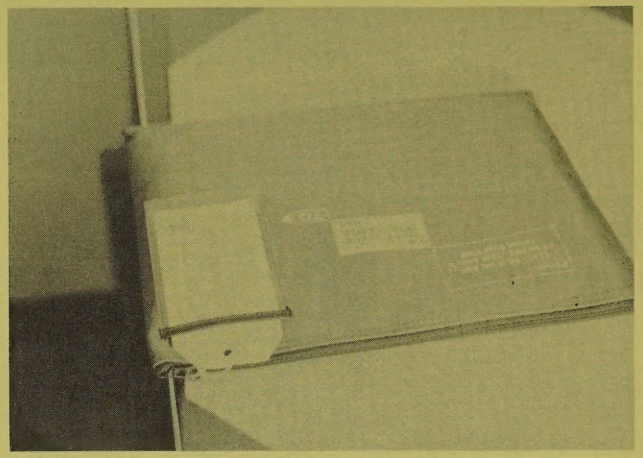
PICTURE #3—This shows loading of the mailing bag.



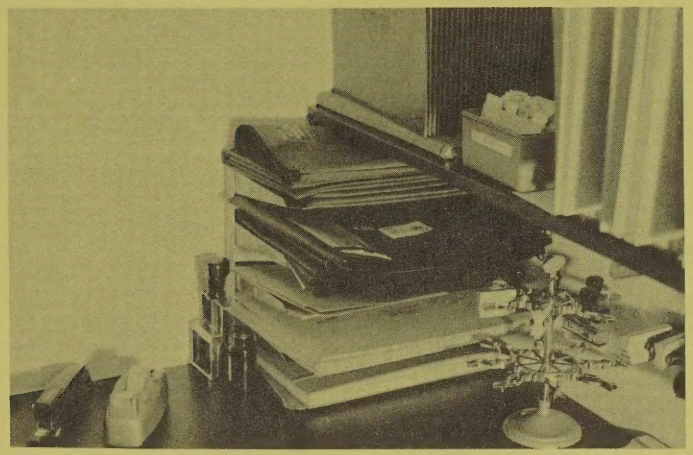
PICTURE #4—This shows the first stage of sealing the bag. Closing the zipper and inserting the plastic fastener through the 2 small holes in the bag, and the hole in the label.



PICTURE #5—This picture shows the next stage of pulling the fastener through the zipper and then through the hole in the fastener and pulling tight.



PICTURE #6—This picture shows the finished job.



PICTURE #7—This shows how the Eugene District stores their bags. We realize the storage would be more difficult for State Offices which would have to hold more bags.

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